

# NOTICE OF VACANCY

**AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below.**

**Applications for the position will be given and taken at the HUMAN RESOURCES**

**DEPARTMENT on: MONDAY - FRIDAY**

**9:00 A.M. - 4:00 P.M.**

**After the closing date, the applications will be referred to the respective department.**

**JOB TITLE: Librarian I - Branch Manager**

**DEPARTMENT: Library**

**SALARY: \$36,088 Annually**

**BEGINNING DATE: February 2, 2005**

**CLOSING DATE: open until filled**

## **MINIMUM QUALIFICATIONS:**

Masters degree in Library and Information Science from an ALA-accredited college or university. 2 years experience in libraries or equivalent managerial experience are required. Considerable knowledge of library and information science methods and practices, management, and current automated circulation and cataloging systems (i.e. Dewey Decimal system, MARC format, and Boolean searching). Familiarity with functions, policies and procedures of the library system, regional library collections, reference sources, and library branches and services system-wide. Proficiency in scheduling, preparing, and presenting programming, operating audiovisual equipment, problem solving and interpersonal relations. Mastery of standard computer and office machinery, word processing and network access software, and computer hardware well enough to train others in their use. Skill in patron relations, in dealing with complaints and problem situations, and in interacting with a wide cross-section of people. Good communication skills, both oral and written. Ability to handle many tasks and work with frequent interruptions. Demonstrated ability to work independently. Grade G-5 of higher certification from the Georgia State Board for the Certification of Librarians. Flexibility to work weekends and evenings as part of regular schedule. Possess or have ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.

## **MAJOR DUTIES:**

Works with the Facilities Librarian and the Assistant Director to interview and evaluate staff; trains staff, substitutes, and volunteers. Organizes the daily activities of the branch, including drafting work and training schedules, and arranging public relations activities. Plans and implements adult and children's programming and other special programs. Provides circulation, reference, and reader's advisory services. Assists patrons with the use of the public computers and printers, and photocopiers. Prepares reports, collects statistics, makes bulletin boards, performs library opening routines, and schedules events for meeting rooms. Serves on the Collection Development Committee in rotation and on policy and planning committees. Performs software upgrades and maintenance on staff and public computers under the direction of the Systems Administrator. Performs related duties as required.

**CONTACT PERSON: Alice Walker, Assistant Director, (706) 821-2602**

**We are an equal opportunity employer. We do not discriminate  
on the basis of race, religion, color, sex, age, national origin, or disability.**